



Jones County Building Inspections

418 Hwy 58 North, Unit A, Trenton NC, 28585

Phone: 252-448-1221 / Fax: 252-448-1072

OBTAINING A BUILDING PERMIT FOR A NEW HOME

Step 1: Septic/Sewer System (New or Existing)

Septic System applications must be obtained for new septic system installations before a building permit can be issued. If the septic system already exists on the lot, it must be approved for construction by the Environmental Health Division of the Jones County Health Department before a Building Permit can be issued. All Septic Applications, Septic Permits, and Septic Approvals can be obtained from the Jones County Health Department at (252) 448-9111. If your planned build site is located within the limits of the Town of Trenton, Pollocksville, or Maysville, and your home requires connection to the public sewer system, a copy of the approval from that town, or a receipt for connection must be submitted along with your Building Permit application, prior to any Permits being issued.

Step 2: E911 Addressing

Prior to obtaining a Building Permit for your home, you need to have your current E911 address. A Building permit cannot be issued in Jones County without an E911 address. If there was an existing home, you have probably received the E911 address already, however, the E911 addressor located in the Jones County Tax Office will need to verify that the address is correct, and issue the form stating what the approved E911 address is.

Step 3: Zoning Permit and/or Flood Hazard Areas (If Applicable)

If the area that the home is to be placed in is zoned (such as within the Town Limits of Trenton, Pollocksville, Maysville, or a Sub-Division) it will require a zoning permit from the authority having jurisdiction of that parcel of land. If a Zoning Permit is required, the following items must be included with the application in order to obtain a Building Permit:

- Official Site or Plot Plan showing all existing structures on the property with square footage and setback distances included.
- FEMA Elevation Certificate for lots that are designated Special Flood Areas. To check your property's designation, you may visit FEMA's official website at the link listed below for the necessary information.
<https://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1&userType=G> or the State of North Carolina's website: www.ncfloodmaps.com
- Scaled drawing showing the placement of the new dwelling with setback distances shown

Step 4: Wind Zone Rating

Jones County, NC is located within Zone II of the Wind Zone Rating System. Please ensure that all plans and drawings obtained from an Architect or Engineer are clearly stamped and rated for 140 mile per hour winds.

You are now ready to apply for your Building Permit. Bring all the information gathered from above, along with three (3) sets of plans, to the Building Inspections Office.